

BOARD POLICY 430

SWALLOW SCHOOL DISTRICT
BOARD OF EDUCATION POLICY

ATTENDANCE

The Board of Education of the Swallow School District encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and employment. If student learning and growth are to take place, parents, students, and school personnel must recognize their responsibilities to assure regular attendance.

Wisconsin Statutes 118.15 and 118.16 require school attendance of a child ages six to eighteen unless that child: (1) is excused, (2) has graduated, or (3) is enrolled in an alternative education program.

The law also requires any person having under his or her control a child who is enrolled in 5-year-old kindergarten to have that child attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session at the school in which the child is enrolled until the end of the school term unless that child is (1) excused or (2) enrolled in an alternative education program.

The law further requires that any person having, under his or her control, a child between the ages of six and eighteen shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age.

It is the responsibility of the parent to provide reasons for their child's absence. It is the responsibility of the school administration to determine whether the absence is excused or not acceptable, which could lead to a determination of truancy.

The Board of Education in effectuating the purposes of this policy has appointed the Principal as the school's attendance officer.

The Board of Education considers the following as excused absences:

1. Illness - mental or physical. The school attendance officer may request the parent or guardian of the child to obtain a written statement from a licensed physician, dentist, chiropractor, optometrist, psychologist, physician assistant, or nurse practitioner, as defined in s. 255.06 (1) (d), or certified advanced practice nurse prescriber or Christian Science practitioner living and residing in this state, who is listed in the Christian Science Journal, as sufficient proof of the physical or mental condition of the child. An excuse under this paragraph shall be in writing and shall state the time period for which it is valid, not to exceed 30 days.
2. Family emergency or crisis.
3. Attendance at the funeral of a relative or friend.
4. Appointments with medical specialists. Such appointments are to be made, whenever possible, when school is not in session. When emergencies arise, appointments as early or as late in the school day as possible are recommended. Verification of appointments may be required under the same conditions as set forth in paragraph 1, above.
5. Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for a student to accompany their parent or guardian on a

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vacation, which cannot be scheduled when school is not in session. Prior to leaving on vacation, a parent or guardian shall notify the school administration in writing of the pending absence.

6. Attendance at special events of educational value as approved by the school administration.
7. Attendance at religious holidays or religious instruction. The District shall permit pupils with written permission of a parent or guardian to be absent from school at least 60 minutes but not more than 180 minutes per week to obtain religious instruction outside the school during the required school period. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the pupils who attended such weekly religious instruction. The school board may deny the privilege of released time to pupils who absent themselves from such religious instruction after requesting the privilege. The time period, or periods, allotted for the pupil to be absent from school for the purpose of religious instruction shall be determined by the school board.

The aggregate total number of days that a student may be excused under paragraphs 2-7 shall not be more than 10 days in a school year unless such days above 10 are necessary as a religious accommodation as determined by the District. All such excused absences under paragraphs 2-8 shall be in writing and shall be provided to the District by his or her parent or guardian before the absence.

Students shall be required to make up work missed due to an excused absence and shall be graded on the quality of the product produced.

Students may receive a failing grade on all daily classroom work missed due to an unexcused absence, but will be permitted to make up major tests and projects within a reasonable period of time. Students shall be graded on the quality of the product produced. Students may not be denied credit in a course or subject solely because of the student's unexcused absences or suspensions from school.

Should unexcused absences become a problem, such cases will be handled utilizing written notices to the child's parents with subsequent follow-up conferences.

The school attendance officer may also as a consequence of a student's unexcused absences assign the student to in-school detention or to a supervised, directed study program. The directed study program need not be held during the regular school day. The conditions under which credit may be given for work completed during the period of detention or assignment to a supervised, directed study program shall be determined by the school attendance officer and the teacher(s) whose course(s) or subject(s) were missed by the student. A student shall be permitted to take any examinations missed during a period of assignment to a supervised, directed study program.

If the child's truancy pattern becomes habitual and resistant to change, a referral to the appropriate social or juvenile agencies will be initiated.

REFERENCES:

Wisconsin Statutes

- 118.15 [Compulsory School Attendance]
- 118.155 [Released Time for Religious Instruction]
- 118.16 [School Attendance Enforcement]
- 948.45 [Contributing to Truancy]

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APPROVED: September 18, 1996

REVIEWED: February 8, 2006

REVISED: January 16, 2008; January 15, 2014

EDITED: July 19, 2010, May 16, 2012

Confirmed by: _____, President

_____, Clerk